

The Leadership Development Process

Progress Checklist

Step 1: StepUP: The Transition to Leadership

Required Courses	Completion Date
Introduction to Organizational Leadership (LD400)	
Teamwork and Leadership Profiles: The Myers Briggs Type Inventory (LD450)	
How to be a Supervisor (MG401)	
The Emotionally Intelligent Leader (LD500)	
The Leadership Challenge (LD600)	
The Choice (LD300)	
The 7 Habits of Highly Effective People, Signature Series (LD100)	
The 4 Roles of Leadership (LD200) or Great Leaders, Great Teams, Great Results (LD700)	

Optional Actions	Completion Date
Preliminary 360 Degree Developmental Evaluation	
Obtain a Mentor	

Date of Completion of StepUP _____

Step 2: LeadStart: Leadership Development

Required Courses	Completion Date
Coaching (MG520)	
Interpersonal Communication Skills (HR560)	
Effective Listening Skills (HR920)	
Making Oral Presentations with Confidence and Skill (HR910)	
Writing in Organizations (HR295)	
Conflict Management (ER345)	
Delegation (MG201)	
FOCUS (LD250)	
How to Supervise (MG501)	
Improving Leadership Performance: The Psychology of Sup. Activities & Leadership Skills (LD550) <i>if joined after 1/2009</i>	
The Management of Change (MG101)	
Meeting Skills (MG510)	
Motivation (MG380)	
Professional Ethics (MG120)	
The 7 Habits for Managers (LD150)	
Strategic Planning (MG115)	
StrengthsQuest (LD650) <i>if joined after 1/2009</i>	
T3: The Adult Learner (TR100)	
T3: On the Job Training (TR200)	
T3: Preparation and Delivery of Classroom Training (TR300)	

Step 2 LeadStart continued on next page

Choose one of the following curriculums:

Resource Management

or

Managing People

Required Courses

Completion Date

Protecting the University (MR100)	
Sound Fiscal Planning and Management (MR120)	
Systems Management	
Managers/Supervisors Workshop (MG502)	

Required Courses

Completion Date

AA/EEO for Managers/Supervisors (MR140)	
AU's Performance Management System (PM100)	
How to Interview (MG180)	
The Introduction to the Legal Foundations of Supervising University Employees(LG100)	
Conducting Legally Effective Interviews (LG120)	
Preventing and Managing Absenteeism (LG140)	
Employee Discipline and Poor Conduct (LG160)	
Preventing Unlawful Harassment (LG180)	
The Fair Labor Standards Act (LG200)	
Privacy Rules and HIPAA (LG220)	
The Family Medical Leave Act (LG240)	
Understanding the Americans with Disabilities Act (LG260)	
Returning an Employee to Acceptable Job Performance (LG280)	
The Search Committee Process (MG280)	
Managers/Supervisors Workshop (MG502)	

Date of Completion of LeadStart _____

Step 3: IMPACT: Leadership Role

Optional
360 Degree Evaluation (after 6 months in a leadership role) _____